


SMVMCH/CAC/01	 <p>Sri MANAKULA VINAYAGAR Medical college and Hospital</p>	Page 1 of 17
Amendment No:01		Issue No:02
Amendment Date : 27.01.2021	POLICY AND PROCEDURE -CONDUCTING THE CONFERENCE / WORKSHOP / QUIZ/ DAY CELEBRATION/ GUEST LECTURES	Issue Date:3.2.2021

STANDARD OPERATING PROCEDURES



**CO-CURRICULAR / CONFERENCE ADVISORY
COMMITTEE MANUAL
SMVMCH**



SMVMCH/CAC/01	 <p>Sri MANAKULA VINAYAGAR Medical college and Hospital</p>	Page 2 of 17
Amendment No:01		Issue No:02
Amendment Date : 27.01.2021	POLICY AND PROCEDURE -CONDUCTING THE CONFERENCE / WORKSHOP / QUIZ/ DAY CELEBRATION/ GUEST LECTURES	Issue Date:3.2.2021

TABLE OF CONTENTS

SOP No.	SOP NAME	PAGE NO.
1.	CONDUCTING THE CONFERENCE/WORKSHOP/ QUIZ	3

SMVMCH/CAC/01	 <p>Sri MANAKULA VINAYAGAR Medical college and Hospital</p>	Page 3 of 17
Amendment No:01		Issue No:02
Amendment Date : 27.01.2021	POLICY AND PROCEDURE -CONDUCTING THE CONFERENCE / WORKSHOP / QUIZ/ DAY CELEBRATION/ GUEST LECTURES	Issue Date:3.2.2021

1. PURPOSE:

For smooth conduct of the Conference / Workshop / Quiz program.

2. SCOPE:

Applicable to Sri Manakula Vinayagar Medical College and Hospital.

3. RESPONSIBILITY:

3.1.Organizing Committee.

3.2.Advisory Committee.


- a) Chairperson : Dr. M. Pragash, Medical Superintendent
- b) Secretary : Dr. R. Ganesh, Assistant Professor (Dentistry)
- c) Members : Dr. G. Kalaiselvan, Professor (Community Medicine)
Dr. K. Vinoth, Assistant Professor (Psychiatry)
Dr. K. S. Venkatarangan, Senior Resident (Psychiatry).

4. PROCEDURE:

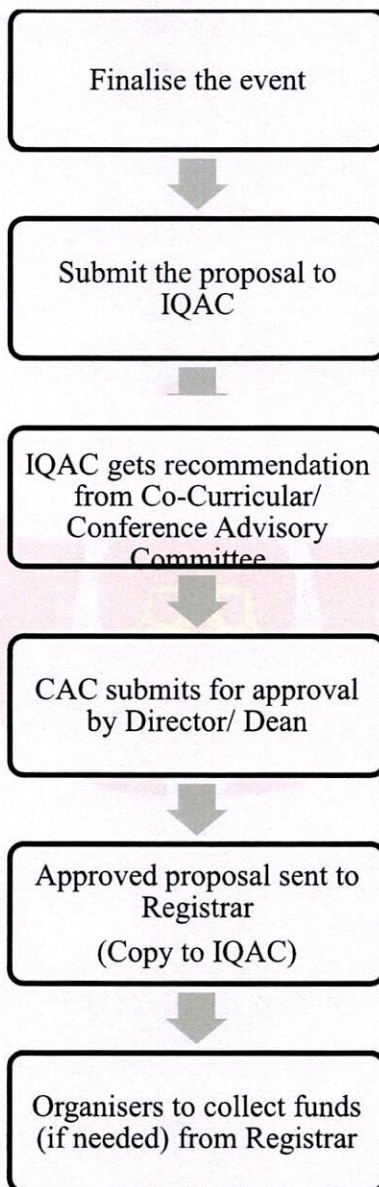
The management of SMVMCH is committed to encouraging the faculty of various departments to conduct conferences/workshops as required and recommended. The organizing department is requested to follow the ensuing protocol for smooth organization of the conference/workshop.


4.1. Submitting an application to conduct proposed conference/workshop:

- a) Any department is eligible to request for conducting a conference/workshop.
- b) *The proposal in the prescribed format (enclosure 1) should be submitted to the IQAC. The processing of the proposal shall be as per the flow chart mentioned.*

SMVMCH/CAC/01	 <p>Sri MANAKULA VINAYAGAR Medical college and Hospital</p>	Page 4 of 17
Amendment No:01		Issue No:02
Amendment Date : 27.01.2021	POLICY AND PROCEDURE -CONDUCTING THE CONFERENCE / WORKSHOP / QUIZ/ DAY CELEBRATION/ GUEST LECTURES	Issue Date:3.2.2021

Timelines of submission process



SMVMCH/CAC/01	 Sri MANAKULA VINAYAGAR Medical college and Hospital	Page 5 of 17
Amendment No:01		Issue No:02
Amendment Date : 27.01.2021	POLICY AND PROCEDURE -CONDUCTING THE CONFERENCE / WORKSHOP / QUIZ/ DAY CELEBRATION/ GUEST LECTURES	Issue Date:3.2.2021

- c) Workshop/conference must be conducted at SMVMCH. In case, if it is organized off-campus, prior permission to be obtained from the Director in writing stating the reason.
- d) The decision about the conduct of the conference/workshop will be intimated to the organizers after scrutiny by the Director along with the advisory committee.
- e) The organizers should ensure fulfilling any queries raised by the advisory committee.


4.2. Salient features and pre-requisites while planning the conference/workshop:

- a) The main conference venue should be booked in advance for conference/workshop. Hence the applicant should identify and propose an appropriate venue for the conduct of the workshop.
- b) Organisers of the event shall be responsible for arranging their finance (sponsors).
- c) *If funds are required from the institution, the same should be mentioned in the proposal.*
- d) Detailed session plan of the event has to be submitted along.

4.3. Once the conference / workshop proposal has been accepted, the following issues need to be addressed:


a) Organizing committee:

- i) The applicant shall form an organizing committee from the members of the department/allied specialties. The committee should include Organizing Chairman, Organizing Secretary, Treasurer, and various sub-committees with members and chairpersons for each sub-committee. If the service of non-faculty is required, he/she should be briefed about the rules of the conferences.
- ii) Various sub-committees include registration committee, workshop committee, scientific committee, reception committee, transport committee, hospitality (catering) committee and souvenir (memento) committee.
- iii) The Registration Committee shall ensure smooth and swift registration of the delegates on the day of the conference. The registration for all the workshops will be through the

SMVMCH/CAC/01	 Sri MANAKULA VINAYAGAR Medical college and Hospital	Page 6 of 17
Amendment No:01		Issue No:02
Amendment Date : 27.01.2021	POLICY AND PROCEDURE -CONDUCTING THE CONFERENCE / WORKSHOP / QUIZ/ DAY CELEBRATION/ GUEST LECTURES	Issue Date:3.2.2021

main registration counter of the conference (for workshops included along with the conference). The Registration committee should strive for maximum delegate participation through advertising/propaganda. It should also ensure proper updates of the conference to the participating delegates in advance.

- iv) The Scientific committee shall draft the scientific program with utmost details like the invited speakers, duration of each lecture with scope for discussion. It should strictly adhere to maintaining time schedule. The committee shall involve in finalizing the papers/posters for presentation by the undergraduates/postgraduates. The committee shall inform the selected candidates regarding the slot for presentation and other rules of presentation in advance. The committee will apply for the CME credit point to state medical council. The committee shall also finalize the judges for each presentation category along with the criteria for judging.
- v) For workshops included in the main conference, a separate workshop committee may be formed/as deemed necessary. The workshop committee shall make necessary arrangements for the smooth conduct of the workshop. All workshops related material MUST include the logo of the college prominently on the first page.
- vi) The reception committee is responsible for smooth conduct of the inauguration ceremony. The inaugural function has to be meticulously planned with special attention to the dignitaries on the dais, the speakers, and bouquets/mementoes/shawls for the dignitaries and to be given by whom, and other routine protocol for the inauguration. The entire schema has to be approved by the advisory committee before execution. The reception Committee is responsible for preparing invitation & brochure in consultation with the advisory committee.
- vii) The transport committee shall ensure safe transport of delegates/invited speakers to and from the venue. The committee shall work in association with transport in-charge of SMVMCH and draft a schedule of bus/car trips. A separate requisition for availing the transport services of SMVMCH has to be submitted to the Director.

SMVMCH/CAC/01	 Sri MANAKULA VINAYAGAR Medical college and Hospital	Page 7 of 17
Amendment No:01		Issue No:02
Amendment Date : 27.01.2021	POLICY AND PROCEDURE -CONDUCTING THE CONFERENCE / WORKSHOP / QUIZ/ DAY CELEBRATION/ GUEST LECTURES	Issue Date:3.2.2021

viii) The Hospitality (catering) committee shall ensure providing hygienic food/snacks to the delegates/invited speakers at the appropriate time without wastage. The committee shall take into account the number of volunteers and workers from civil/electrical/air-condition/transport/EDP/housekeeping while calculating the number of packs for catering services. The Organizing Secretary should ensure to keep the number of support staff to a minimum.

ix) *The souvenir committee shall prepare the mementoes for speakers/judges, awards for paper/poster presentations and certificates for the delegates. Certificates will be printed only after the approval from Advisory Committee.*

x) The reception committee shall draft news for the conference and get approved from the advisory committee and submit to the official web site after final approval of Director.

xi) The organizing secretary of the event shall prepare the pre & post press release and get approval from the advisory committee and submit to Director of further necessary action.

b) Conference funding:

i) The management shall assist and facilitate for the conference/workshop if necessary, but the final responsibility of arranging for finances remains with the conference organizers.


ii) The source of sponsorship shall be arranged by the organizing department.

iii) The conference organizer shall obtain a PAN card (if needed) if the budget is above 1 lakh INR.

c) Conference conduct:

i) The organizers of the conference shall conduct it in compliance with all applicable rules and regulations.

ii) *They will also submit an application for CME credit points to TNMC.*

SMVMCH/CAC/01	 Sri MANAKULA VINAYAGAR Medical college and Hospital	Page 8 of 17
Amendment No:01		Issue No:02
Amendment Date : 27.01.2021	POLICY AND PROCEDURE -CONDUCTING THE CONFERENCE / WORKSHOP / QUIZ/ DAY CELEBRATION/ GUEST LECTURES	Issue Date:3.2.2021

d) Conference report:

The Organizing Secretary of the conference shall submit a report of the conference to IQAC within 10 working days from the end of the conference.

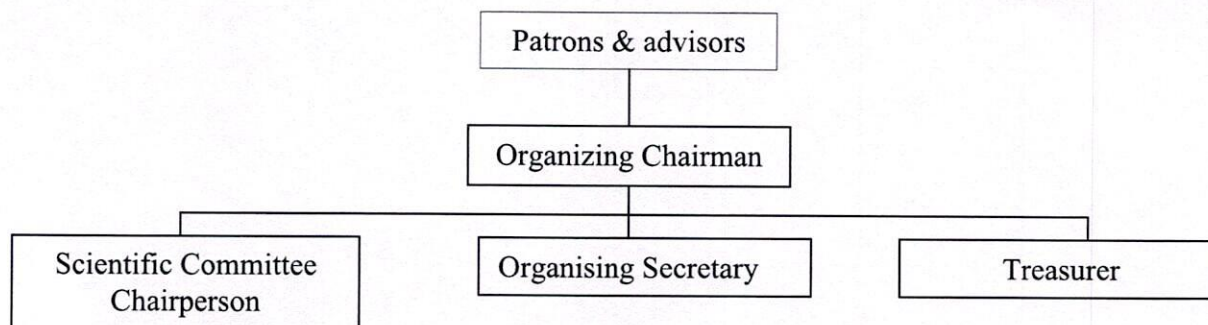
e) Disputes and Jurisdiction:


In case of any disputes, the decision of the organizing committee shall be final.

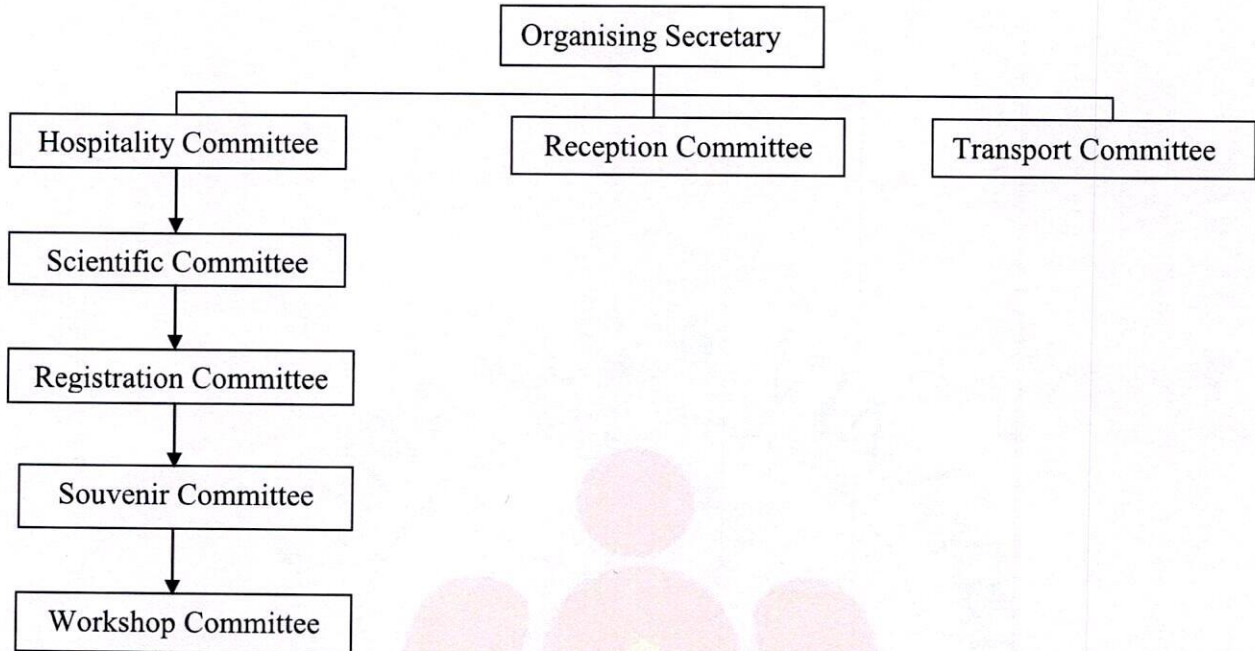
f) Function of the advisory committee:


- i) The advisory committee shall review the proposal submitted by each sub-committee and approves/disapproves as deemed necessary. In case of disapproval, the committee shall recommend suggestions for smooth conduct of the conference. After necessary rectifications, the proposal can be resubmitted for final approval.
- ii) Once the proposal is approved, the organizing committee shall seek advice/approval during every step of implementation of the plan.

4.4. The Hierarchy of the Conference/ Workshop:



SMVMCH/CAC/01		Page 9 of 17
Amendment No:01		Issue No:02
Amendment Date : 27.01.2021	POLICY AND PROCEDURE -CONDUCTING THE CONFERENCE / WORKSHOP / QUIZ/ DAY CELEBRATION/ GUEST LECTURES	Issue Date:3.2.2021



SMVMCH/CAC/01	 Sri MANAKULA VINAYAGAR Medical college and Hospital	Page 10 of 17
Amendment No:01		Issue No:02
Amendment Date : 27.01.2021	POLICY AND PROCEDURE -CONDUCTING THE CONFERENCE / WORKSHOP / QUIZ/ DAY CELEBRATION/ GUEST LECTURES	Issue Date:3.2.2021

ANNEXURE - I

Reference No.: _____ / _____

Submission date and time: _____



Outward No.:

Date:

To

The Director/ Dean,
Sri Manakula Vinayagar Medical College and Hospital,
Puducherry.

Sub: Submission of proposal for conference / CME / Workshop / Guest lecture / Quiz / Day celebration – Reg.

Official use only

1. Type of event:

Conference / CME / Workshop / Guest lecture / Quiz / Day celebration /
Others:

2. Title of the event:

3. Name of the organising department:

4. Date and time:

5. Venue: